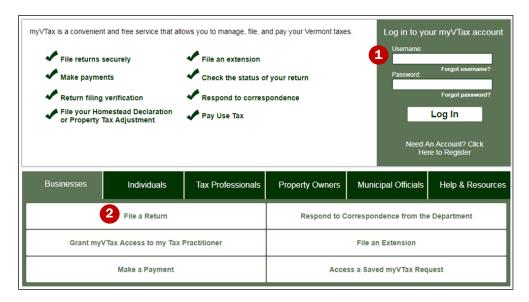
myVTax Guide: How to Submit a Malt & Vinous Beverage Return

Filing Vermont business tax forms online can save labor and time and improve accuracy. This guide provides step-by-step instructions on how to submit a Malt & Vinous Beverage Return through myVTax, whether or not you have a myVTax account. We will show you how to log in with or without an account.

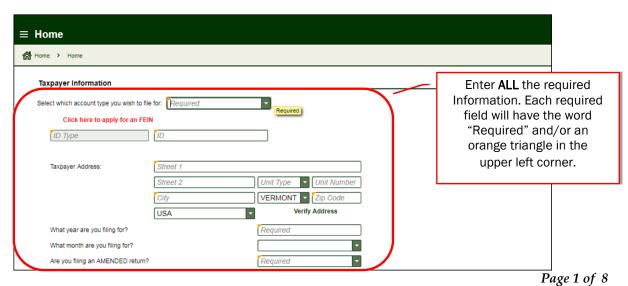
STEP 1: Find "File a Return" on myVTax

Go to **www.myVTax.vermont.gov**. If you have an account, log in from the myVTax homepage **1** and skip to Step 3. If you do not have a myVTax account, click **File a Return 2** and continue to Step 2.



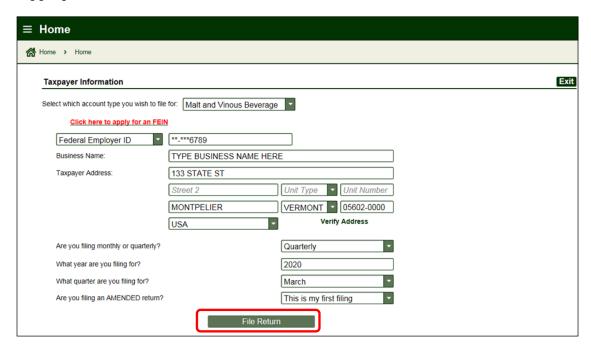
STEP 2: Enter taxpayer information

Fill in the appropriate fields. A field with an orange triangle in the upper left corner is a required field.



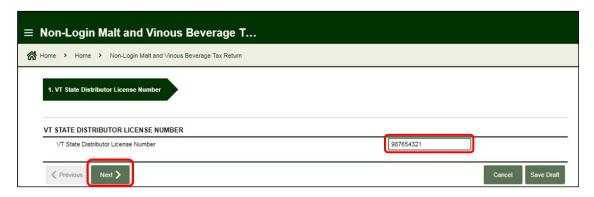


Once ALL the appropriate fields are filled in, click File Return.



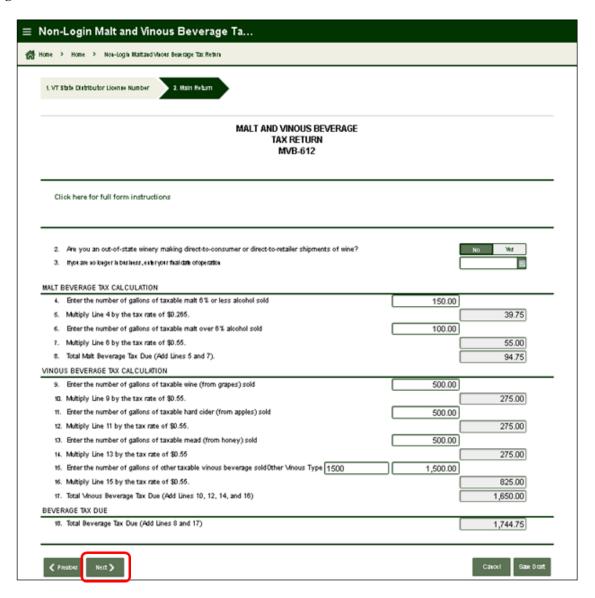
STEP 3: Enter distributor license information

Enter your Vermont State Distributor License Number. Click Next.



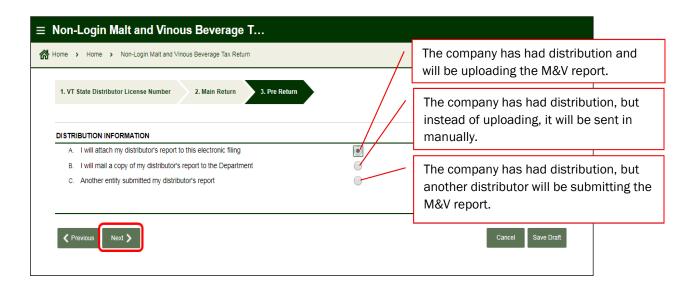
STEP 4: Fill out the Malt and Vinous Beverage Return

Enter the figures and click **Next.**

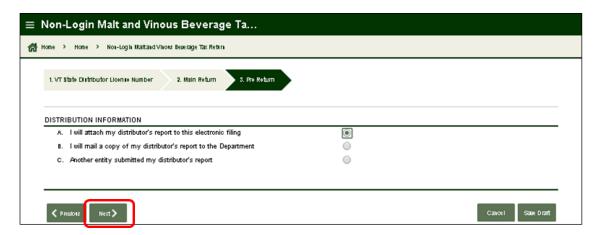


STEP 5: Upload the "Malt and Vinous Report" into myVTax.

For the Distribution Information, select the option that best defines how the distribution report will be filed. In the example below, option A - I will attach my distributor's report to this electronic filing – is selected. Distribution has been or will be reported through myVTax upload. Click **Next**.



Because you chose to upload your "Malt & Vinous Report" into myVTax in this example, the system will prompt you to attached spreadsheet to your return. Click **Next**.

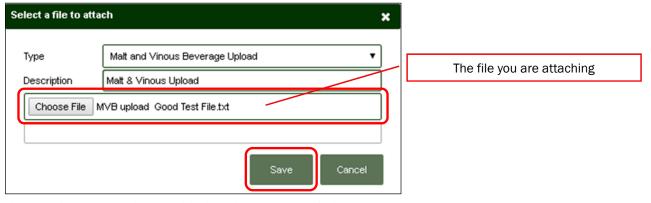


Upload page (continued)

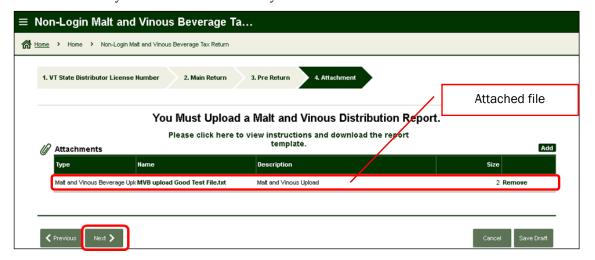
Click Add.



- Type field: Click the down arrow and select Malt & Vinous Beverage Upload
- **Description** field: Enter a description such as "Malt & Vinous Upload"
- **Choose a File**: Browse your files and find your **Malt and Vinous Distribution Report** spreadsheet. Make sure the spreadsheet is saved in a Text (Tab delimited) (*.txt) format.
- Once all the information has been captured from above, click Save.

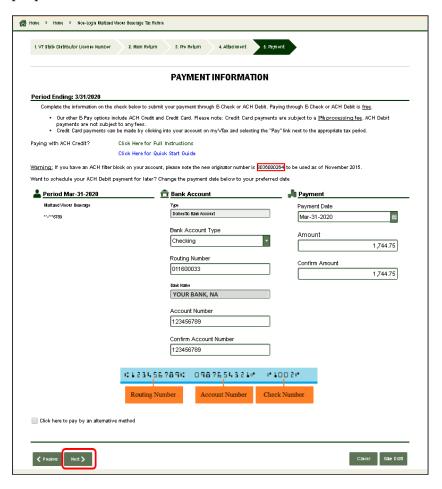


You can see the attachment you have added to the system. Click Next.



STEP 6: Make a payment

The system will walk you through the payment process. Fill in your routing number, saving or checking account number, etc. Once all proper information is entered, click **Next**.



STEP 7: Confirmation

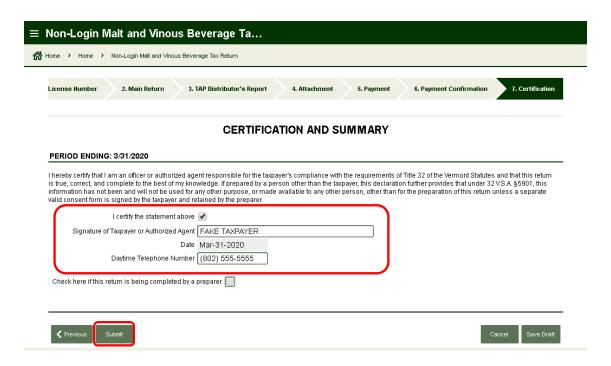
The confirmation page shows you the tax due based on the information you entered on the return and the payment you have agreed to pay. If everything is correct, click **Next**.



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STEP 8: Certification and Summary

On the Certification and Summary page, the system wants to confirm your identity and certify the return is correct. Check the box to certify and enter the name of the taxpayer or the taxpayer's authorized agent. Enter your daytime phone number in case the Department of Taxes needs to contact you about the return. Click **Submit**.



The system will email you a confirmation. Enter and confirm your email. Click **OK**.



When you receive Confirmation via email, you are done. Click Print to print a copy for your records.

If you don't have a login account with myVTax, it is very important to print this page or write down the email address you used along with the Verification Code below. You will need this information to **Access a Saved myVTax Request** on the myVTax main screen.

